

## SOLE SOURCE JUSTIFICATION FORM

**SOLE SOURCE PURCHASE:** A situation created when only one vendor or supplier possesses the unique ability or capability to meet the particular requirements of the solicitation, and therefore it is not possible to obtain competitive bids. Chapter 107.133 allows sole Source designation.

### **SECTION 1**

Date:	8/6/2018	MUNIS Requisition No.	
Requesting Dept.	Digital Forensics Unit	Dept. Contact Person	James Karase DSN 3472

### **SECTION 2 HISTORY**

Previous Sole Source Yes \_\_\_\_\_ No \_\_\_\_\_ Previous Sole Source No. \_\_\_\_\_

Renewal of existing Sole Source Yes \_\_\_\_\_ No \_\_\_\_\_ Existing Sole Source No. \_\_\_\_\_

### **SECTION 3 VENDOR INFORMATION**

Vendor Name	Grayshift, LLC
Address	931 Monroe Dr NE, Suite A102-340
City/State/Zip	Atlanta, GA 30308
Contact Person	<a href="mailto:sales@grayshift.com">sales@grayshift.com</a>
Phone/email	883-472-9539 ext. 1

### **SECTION 4 TYPE OF SOLE SOURCE (Check all that apply)**

<input type="checkbox"/>	One-Time: applies to a single requisition and purchase order for the current fiscal year
<input type="checkbox"/>	Annual Requirement, such as maintenance or software licenses. No more than four (4) renewals allowed. Number of renewals requested: _____
<input type="checkbox"/>	On Going: Applies to multiple purchases to be made from Sole Source approval. No more than four (4) renewals allowed. Number of renewals requested: <u>4</u>
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Renewal of an existing Sole Source. Complete Sections 1 and 2 above; submit with a current price quote and a current letter from the manufacturer stating that they are the sole provider of the product or service.

Description of item/service, including the unique features or qualifications that make this a Sole Source. If an Agreement or License is included, it must be current (no more than 90 days old) and legible.

GrayKey Unit and Annual License. Will allow access to locked Apple iOS devices.

From the website: "Grayshift is a cyber security firm built by experts in security research and exploitation. Our focus is on building advanced capabilities to support local, state, and federal government agencies for the purposes of accessing mobile platforms to enable digital forensic analysis. Through our research, we have built next generation technology that allows for pre-forensic access to iOS devices, in effect removing the barriers that currently prevent forensic analysis of these devices."

## **SECTION 5 SOLE SOURCE JUSTIFICATION (Check all that apply)**

Justification must include a signed and dated letter from the manufacturer, verifying that they are the sole provider of the product or service and a price quote that is no more than 90 days old.

An invoice will be accepted instead of a price quote for renewals only.

<input type="checkbox"/>	Vendor is the original equipment manufacturer; there are no regional distributors.
<input type="checkbox"/>	Compatibility of equipment, accessories or replacement parts is the paramount consideration.
<input type="checkbox"/>	Sole provider of a licensed or patented good or service, including software licenses.
<input type="checkbox"/>	Sole regional distributor of items, which are compatible with existing equipment.
<input type="checkbox"/>	Sole provider of service that is required to maintain equipment.
<input type="checkbox"/>	Other- must provide detailed information for evaluation.

## **SECTION 6 MARKET RESEARCH PERFORMED (Check all that apply)**

**Do not complete this section if the item is proprietary software or the maintenance of proprietary software.**  
Efforts must be made to ensure that there are no other products or services that meet the County's requirements.

<input type="checkbox"/>	Internet search by product or service.
<input type="checkbox"/>	Internet search of manufacturer's website for resellers and/or distributors.
<input type="checkbox"/>	Internet search for similar products or services.
<input type="checkbox"/>	Thomas Register Directory/ Supplier Product Sourcing (thomasnet.com)
<input type="checkbox"/>	Phone calls to two or more companies that provide similar products or services. Please attach a list of the companies contacted, who you spoke with, questions asked and their responses.
<input type="checkbox"/>	Other- must provide detailed information for evaluation.

## **SECTION 7**

Cost is determined to be Fair and Reasonable because:

<input type="checkbox"/>	I compared the quoted price to previous prices for similar goods and/or services and the increase is _____ % higher, which is reasonable. Previous price is from Purchase Order # _____ ( <i>Requestor must fill in both blanks</i> )
<input type="checkbox"/>	I compared the quoted price to current published catalog pricing, price lists or market prices as shown on the attached and the proposed price is similar or less. ( <i>Attach supporting documentation</i> )
<input type="checkbox"/>	Invoice to another customer for the same/substantially similar products or services. ( <i>Attach supporting documentation</i> )
<input type="checkbox"/>	Quote to another customer for the same/similar products or services. ( <i>Attach supporting documentation</i> )

## **SECTION 8 ADDITIONAL DOCUMENTATION**

If a St. Louis County vendor, verify St. Louis County property taxes are current.  
<http://revenue.stlouisco.com/ias/index.htm>

Check here if vendor is not located in St. Louis County. \_\_\_\_\_

- Verify that the vendor is registered and in good standing with the Secretary of State in their home state. For Missouri, go to <http://www.sos.mo.gov/>
- If contractor will be on County property, a Certificate of Insurance with the appropriate coverage amounts must accompany the Sole Source Justification. Information on Risk Management's insurance requirements can be found on Procurement's SharePoint site under COMMON DOCUMENTS. Click here: [Insurance Requirements](#)

As detailed in Chapter 107.060, except as may be otherwise be provided by law or ordinance, the Director of Procurement, as the County's Purchasing Agent, shall have exclusive authority to negotiate all purchases for all using agencies. Only the Director of Procurement, or their designee, may sign leases, agreements, etc.

**SECTION 9 STATEMENT OF NEED AND CERTIFICATION (ENDORSEMENT):**

Department's request for Sole Source designation is based on objective review of the product/service required and appears to be in the best interest of St. Louis County.

I concur that the information provided supporting the Sole Source designation is accurate and complete to the best of my knowledge.

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Department Director Signature

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Date

I concur that the information provided supporting the Sole Source designation is accurate and complete to the best of my knowledge.

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Procurement Contract Coordinator/Administrator Signature

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Date

I concur that the information provided supporting the Sole Source designation is accurate and complete to the best of my knowledge.

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Director of Procurement Signature

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Date

I concur that the information provided supporting the Sole Source designation is accurate and complete to the best of my knowledge.

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Assistant County Counselor's Signature

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Date

If this Sole Source Justification Form is routed attached to a MUNIS requisition, electronic approval by the Department Director, Procurement Contract Coordinator or Procurement Contract Administrator, Director of Procurement or Assistant County Counselor is acceptable in place of an original signature.

Purchases made prior to approval of the Sole Source designation are considered Unauthorized Purchases. The Department must follow the Unauthorized Purchase procedures in lieu of submitting this form.

If you have any questions or need assistance with completing the form, please contact the Procurement Contract Coordinator.